

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7 - 22, 32, 33, 36 and 39.)

1. Actions Requested <b>Recruitment</b>	2. Request Number <b>WM-11- 038</b>
3. For Additional Information Call (Name and Telephone Number) <b>Vanessa Felton, AO @ 404-562-9365 / Tiffany Houser @ 404-562-8146</b>	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <i>Douglas Mundrick, Deputy Director, WPD</i> <b>3/6/11</b>	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>Naima Halim-Chestnut, Acting HRO</b>

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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#### FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

#### SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

#### 7. FROM: Position Title and Number

8. Pay Plan <b>GS</b>	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay		

#### 15. TO: Position Title and Number

<b>Ecologist</b>					
16. Pay Plan <b>GS</b>	17. Occ. Code <b>0408</b>	18. Grade or Level <b>11/12</b>	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		

#### 14. Name and Location of Position's Organization

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#### 22. Name and Location of Position's Organization

<b>US EPA Region 4 Water Protection Division Wetlands, Coastal and Oceans Branch Wetlands &amp; Marine Regulatory Section - 90445400 Atlanta, GA</b>
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### EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date	32. Work Schedule <b>F Full-Time</b>	33. Part-Time Hours Per Biweekly Pay Period

### POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code <b>SEE PART D</b>	37. Bargaining Unit Status
38. Duty Station Code <b>13-0280-121</b>	39. Duty Station (City - County - State or Overseas Location) <b>Atlanta, Fulton, Georgia</b>		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
			50. Veterans Status	51. Supervisory Status

### PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office / Function	Initials / Signature	Date	Office / Function	Initials / Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE SIDE

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-6239

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
(If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

1112/B/04/403BE2C.60

1112/B/040BMT/403BE2C.40

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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**PART F - Remarks for SF 50**



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## SF 52 Checklist

SF 52 Request #: WM-11-038

Position Title/Series: Ecologist, GS 0408.11/12

Entry Grade(s)/Full Performance Level of Position: GS-11/12

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): \_\_\_\_\_

**DIRECTIONS:** This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☒ No ☐

If you answered "Yes," please skip all remaining questions, sign and date the form.

- |   |  |
|---|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk)               | <input type="checkbox"/> Contract Specialist (Moderate Risk)               |
| <input type="checkbox"/> Remedial Project Manager (Moderate Risk)       | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk)      |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input checked="" type="checkbox"/> Inspector (Moderate Risk)           | <input type="checkbox"/> Attorney (Moderate Risk)                          |
| <input type="checkbox"/> Criminal Investigator (High Risk)              | <input type="checkbox"/> Deputy Division Director (High Risk)              |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk)         | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk)     |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk)       |  |

**Directions for Questions 1-13:** Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☐ No ☐

- |   |   |
|---|---|
| <input type="checkbox"/> Secret                                       | <input type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret                                   | <input type="checkbox"/> Audits   |
| <input type="checkbox"/> Personally identifiable information          | <input type="checkbox"/> Investigations   |
| <input type="checkbox"/> Proprietary information                      | <input type="checkbox"/> EPA's financial resources/records                      |
| <input checked="" type="checkbox"/> Confidential business information |   |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☒

What hazardous materials are involved? \_\_\_\_\_

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety:

Yes ☐ No ☒

(3) Supervision level received:

- ☐ Close supervision  
☒ General supervision  
☐ Administrative only

Work is reviewed:

- ☒ While in progress  
☐ Only after completion

Administrative controls are in place: Yes ☐ No ☒

What are they? \_\_\_\_\_

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☒

What actions? \_\_\_\_\_

What amount of funding? \_\_\_\_\_

What is the financial limit? \_\_\_\_\_

SF 52 Request#: WM-11-038

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens:  
Yes ☒ No ☐

**Communicates with:**

- ☒ Individuals
- ☒ Government-wide audience
- ☒ Audience beyond government

**Communication products involved are:**

- ☒ Technical or policy reports
- ☐ Documents containing sensitive information
- ☐ Outreach or public relations material
- ☐ Material posted on the EPA intranet or website

(6) Makes policy: Yes ☐ No ☒

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications:  
Yes ☐ No ☒

What is involved? \_\_\_\_\_

(8) Directly enforces health regulations and/or protects public safety: Yes ☐ No ☒

(9) Investigates or audits government/other personnel, programs and activities: Yes ☐ No ☒

What personnel, programs and/or activities are involved? \_\_\_\_\_

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☐ No ☒

(11) Requires credentials: Yes ☐ No ☒

**(12) The scope of this position is:**

- ☐ Local
- ☒ Regional
- ☐ National
- ☐ Global

**The impact/potential harm this position could cause would be:**

- ☒ Internal to EPA
- ☐ Government-wide
- ☒ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☒

Explain what they are: \_\_\_\_\_

Jennifer Derby  
Name (Please Print)

Jennifer Derby  
Signature

Program Manager  
Title

3-8-11  
Date

**PSB Use Only**

**Risk Designation:**

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name			<input checked="checked" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Ecologist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0408-11		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

**When this checklist is used as an amendment to a position description, the following signatures are required:**

Supervisor's Signature <i>Jennifer Berly</i>	Date <b>3-8-11</b>
Personnel Specialist's Signature	Date

### Part 1. Contracts Management Duties

Pre-award:		Close-out:	
Plans Procurements		Monitors management and performance of delivery orders/work assignments after award	
Estimates Costs		Defines scope of work for work assignments	
Obtains funding commitments		Approves payment requests of ACH drawdowns	
Prepares procurement requests		Manages cost-reimbursement contracts	
Writes statements of work		Reviews invoices	
Reviews statements of work		Inspects and accepts deliverables	
Processes unsolicited proposals		Other (list)	
Responds to pre-award inquiries			
Participates in pre-award conferences			
Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed	
Participates in debriefing/protests		Reconciles payments with work performance	
Other (lists)		Closes-out payments	
		Performs cost accounting	
		Provides assistance to Contracting Officer in settling claims	
		Other (list)	
<b>Post-award:</b>		<b>Percentage of Time Spent on Contracts Management</b>	
Prepares delivery orders			
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			
Monitors cost, management, and overall technical performance of contract after award		0	%

*Continued*

<b>Part 2. Grants/Cooperative Agreements Duties</b>		Advises Grants Management Office of potential problems/issues
<b>Pre-application/Application:</b>		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement
Negotiates level of funding		Other (list)
Conducts site visits to evaluate program capability		<b>Close-out:</b>
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely
Informs applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Other (list)		Reconciles payment with work performed
		Notifies recipient of close-out requirements
<b>Award:</b>		Obtains legal assistance if necessary to resolve incomplete close-out
Prepares funding package, including Decision Memorandum		If project is audited, responds to issues and ensures recipient complies with audit recommendations
Obtains concurrences/approvals		Other (list)
Reviews/concurs in completed document		
Establishes project file		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
Other (list)		
<b>Project Management/Administration:</b>		
Monitors recipient's activities and progress		
Reviews reports and deliverables and notifies recipient of comments		
Provides technical assistance to recipients		
<b>Part 3. Interagency Agreements Duties</b>		
<b>Pre-Agreement:</b>		Monitors cost management and overall technical performance
Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list)
Writes or reviews scope of work		
Responds to pre-agreement inquiries		<b>Close-out:</b>
Participates in pre-agreement conferences		Reviews final report
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Prepares funding package and obtains necessary concurrences		Certifies deliverables
Other (list)		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
<b>Project Management/Administration:</b>		
Reviews progress reports/financial reports		<b>Percentage of Time Spent on Interagency Agreements Management:</b>

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b>	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>					
<b>4. Supervisor's Recommendation</b>	Ecologist	GS	0408	11	
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)			<b>6. NAME OF EMPLOYEE</b>		
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)			e. Wetlands & Marine Regulatory Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. Water Protection Division			h. Employing Office Location Atlanta, GA		
d. Wetlands, Coastal and Oceans Branch			i. Organization Code 90445400		
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b>			<b>d. Typed Name and Title of Second-Level Supervisor</b>		
Jennifer Derby, Chief, Wetlands & Marine Regulatory Section			Sherri Fields, Acting Chief, Wetlands, Coastal and Oceans Branch		
<b>b. Signature</b>		<b>c. Date</b>	<b>e. Signature</b>		<b>f. Date</b>
		3-8-11			3/9/11
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b>					
<input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b>		<b>c. Financial Disclosure Form</b>		<b>d. "Identical, Additional" (IA) Allocation</b> This position	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				<b>e. FLSA Determination</b>	
				<input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	
<b>g. Bargaining Unit Code</b>		<b>h. Check, if applicable:</b>		<b>i. Classifier's Signature</b>	
		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( ____ % of time) <input type="checkbox"/> This position is subject to random drug testing ( ____ )			
				<b>j. Date</b>	
<b>11. REMARKS</b>					





**Position Description: Aquatic Ecologist**

**R4/WPD/WCOB/Wetlands and Marine Regulatory Section (WMRS)**

**Grade GS-11 STATEMENT OF DIFFERENCE**

**0408: Ecologist**

**0400 Series: Natural Resources Management and Biological Sciences Group**

This is a statement of difference to the full performance position identified on the cover sheet. The incumbent of this position will function at the GS-11 level until all legal, regulatory and administrative requirements which permit promotion to the next higher level duties are met. Promotion to a higher level is neither mandatory or automatic upon completion of these requirements. Management retains the right to determine when the incumbent is qualified for the next higher grade. All duties and responsibilities in the next higher level position are assigned to the incumbent of this position with the following amendments:

The incumbent will work under the direction of the supervisor who broadly outlines the purpose of the work and possible complex problems involved. Incumbent is responsible for independently developing approaches and solutions to problems encountered. The supervisor is available in situations involving controversial or policy questions. Work is usually carried to completion independently, technical correctness of, calculations, analysis, and techniques are normally accepted. Applies judgment in adapting standard guidelines and in applying analysis practices to new situations and problem areas.

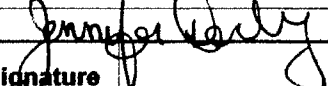


## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

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Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Ecologist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0408-12		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

**When this checklist is used as an amendment to a position description, the following signatures are required:**

Supervisor's Signature 	Date 3-8-11
Personnel Specialist's Signature	Date

### Part 1. Contracts Management Duties

Pre-award:		Close-out:	
			Monitors management and performance of delivery orders/work assignments after award
Plans Procurements			Defines scope of work for work assignments
Estimates Costs			Approves payment requests of ACH drawdowns
Obtains funding commitments			Manages cost-reimbursement contracts
Prepares procurement requests			Reviews invoices
Writes statements of work			Inspects and accepts deliverables
Reviews statements of work			Other (list)
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list)
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property		<b>Percentage of Time Spent on Contracts Management</b>	
Monitors cost, management, and overall technical performance of contract after award		0	%

*Continued*

<b>Part 2. Grants/Cooperative Agreements Duties</b>		Advises Grants Management Office of potential problems/issues
<b>Pre-application/Application:</b>		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement
Negotiates level of funding		Other (list)
Conducts site visits to evaluate program capability		<b>Close-out:</b>
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely
Informes applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Other (list)		Reconciles payment with work performed
<b>Award:</b>		Notifies recipient of close-out requirements
Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out
Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations
Reviews/concurs in completed document		Other (list)
Establishes project file		
Other (list)		
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
Monitors recipient's activities and progress		0 %
Reviews reports and deliverables and notifies recipient of comments		
Provides technical assistance to recipients		
<b>Part 3. Interagency Agreements Duties</b>		
<b>Pre-Agreement:</b>		Monitors cost management and overall technical performance
Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list)
Writes or reviews scope of work		<b>Close-out:</b>
Responds to pre-agreement inquiries		Reviews final report
Participates in pre-agreement conferences		Decides on disbursement of equipment
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Reconciles payments with work performed
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Performs technical evaluation of work plan and budget		Certifies deliverables
Prepares funding package and obtains necessary concurrences		Resolves close-out issues with Grants Management Office/other agency
Other (list)		Other (list)
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Interagency Agreements Management:</b>
Reviews progress reports/financial reports		0 %

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b>	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>					
<b>4. Supervisor's Recommendation</b>	Ecologist	GS	0408	12	
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b>		
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>			e. Wetlands & Marine Regulatory Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. Water Protection Division			h. Employing Office Location Atlanta, GA		
d. Wetlands, Coastal and Oceans Branch			i. Organization Code 90445400		
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b>			<b>d. Typed Name and Title of Second-Level Supervisor</b>		
Jennifer Derby, Chief, Wetlands & Marine Regulatory Section			Sherri Fields, Acting Chief, Wetlands, Coastal and Oceans Branch		
<b>b. Signature</b>		<b>c. Date</b>	<b>e. Signature</b>		<b>f. Date</b>
		3-8-11			3/9/11
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b>					
<input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b>		<b>c. Financial Disclosure Form</b>		<b>d. "Identical, Additional" (IA) Allocation</b> This position	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				<b>e. FLSA Determination</b>	
				<input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	
<b>g. Bargaining Unit Code</b>		<b>h. Check, if applicable:</b>		<b>i. Classifier's Signature</b>	
		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( ___ % of time) <input type="checkbox"/> This position is subject to random drug testing ( ___ )			
				<b>j. Date</b>	
<b>11. REMARKS</b>					



Position Description: Aquatic Ecologist

R4/WPD/WCOB/Wetlands and Marine Regulatory Section (WMRS)

Grade GS-12

0408: Ecologist

0400 Series: Natural Resources Management and Biological Sciences Group

**BACKGROUND:** Wetlands, Coastal, and Oceans Branch; Water Protection Division; Region 4; United States Environmental Protection Agency; Atlanta, Georgia. The Branch is responsible for the wetlands and marine regulatory programs for Region 4. The wetland regulatory program oversees the Clean Water Act Section 404 permitting program, works with the state agencies and United States Corps of Engineers involved in stream and wetland protection and restoration, and implements and coordinates partnership activities to preserve, restore, and enhance wetlands and streams. The wetland regulatory program provides assistance and direction to states, other federal agencies, and tribes on technical and programmatic aspects of wetland and stream management practices and coordinates national and regional policy for the program, all within the context of watershed management.

**INTRODUCTION:** The position is an **aquatic ecologist** in the Wetlands, Coastal, and Oceans Branch. The incumbent works with Branch staff to assess structural and functional disturbances induced in the short-, medium-, and long-term by physical, chemical, and biological agents resulting from the direct and indirect effects of anthropogenic activities, including residential and commercial/industrial development; impoundment construction, including water supply, amenity lakes, green tree reservoirs and farm ponds; transportation projects; sand mining; landfill development; etc. The incumbent will review chemical and biological monitoring data and reports, conduct field assessments, and investigate stream/river/wetland/coastal ecosystems impacted by such proposed anthropogenic activities. The incumbent will recommend methods to avoid and minimize impacts; assist in the development of field and laboratory protocols, policy changes, permitting program requirements, and training related to aquatic ecology; and review stream and wetland management and restoration projects. The incumbent is responsible for managing administrative and environmental protection work that includes technical, communication, and programmatic duties.

**MAJOR DUTIES AND RESPONSIBILITIES:** Performs work to support the Clean Water Act Section 404 permitting program, monitoring, data analysis, and protection in Region 4's rivers, streams, and wetlands habitats. Reviews Section 404 permits for Southeastern states to determine impacts on the aquatic environment from anthropogenic activities, such as, residential and commercial/industrial development; impoundment construction, including water supply, amenity lakes, green tree reservoirs and farm ponds; and transportation projects. Makes recommendations to avoid and minimize impacts to the aquatic environment and waters of the U.S. Works closely with the US Army Corps of Engineers regulatory programs and state agencies, including the 401 water quality agencies. Makes recommendations for the mitigation of any permitted impacts within the 404 regulatory context. Makes water quality recommendations to protect designated uses and improve habitat. Assists in and makes recommendations for the development of field protocols, policy changes, permitting program requirements, and training related to aquatic ecology assessments.

**Position Description: Aquatic Ecologist**

**R4/WPD/WCOB/Wetlands and Marine Regulatory Section (WMRS)**

Reviews stream and wetland restoration plans in support of the Clean Water Act Section 404 permitting program; plans and reviews wetland restoration survivalship surveys, wetland hydrology groundwater monitoring, and aquatic and terrestrial organism habitat assessments.

Reviews proposed mitigation to determine if mitigation adequately compensates for these impacts, and complies with the 2008 Mitigation Rule under the CWA Section 404 program. Recommends improvements to mitigation plans to benefit aquatic communities and diversity within a watershed context. Recommends improvements to performance standards for mitigation, including hydrology, vegetation, aquatic organism, water quality monitoring, to better insure effective stream and wetland restoration.

Reviews analyses of water and sediment quality designed to assess potential impacts of influences such as residential and commercial/industrial development; impoundment construction, including water supply, amenity lakes, green tree reservoirs and farm ponds; transportation projects, etc. to protect the health of sensitive organisms in natural wetland, stream, and coastal systems. Responsibilities include work related to aquatic organism habitat assessments (crustaceans, e.g. crayfish; fish; and aquatic invertebrates), species sensitivity, water quality sampling methodologies, ecological risk assessment, site-specific water quality guidelines, and stream and wetland biocriteria.

Reviews analyses of stream/river flow impacts, specifically the connections between water quantity and water quality; impacts of impoundments; and the water quality standards implications of flow.

Plans, coordinates, and conducts field sampling or studies using a variety of standard methods, procedures, and techniques. Compiles, analyzes, and interprets field and laboratory biological and chemical data, and reports conclusions.

Confers with regional attorneys on permitting actions and litigation involving the wetlands and stream programs, providing technical data and reports, as needed. Notifies the wetlands and stream enforcement programs of potential permit compliance violations, mitigation compliance violations, and enforcement cases.

Addresses industrial, educational, governmental, business and other sectors on matters dealing with water pollution, aquatic ecology, and ecological restoration science.

Operates, calibrates and, maintains specialized scientific equipment used in aquatic ecology, including GPS tools and use of Geographic Information System mapping software and products. Investigates non-point and point source adverse impacts to stream biota that are associated with anthropogenic influences, and recommends methods to reduce these impacts.

Prepares periodic and/or special technical, scientific reports, documents, and articles. Integrates knowledge of sciences, remote sensing, and/or data management to perform complex and detailed multi-media, geo-referenced analyses with state-of-the-art computer systems.



## Position Description: Aquatic Ecologist

R4/WPD/WCOB/Wetlands and Marine Regulatory Section (WMRS)

**Interagency Coordination.** Works with other federal, state, and local agencies to promote policies and operation procedures to streamline wetland regulatory and planning processes while at the same time providing a high level of protection for the resource. Specifically, works closely with the US Army Corps of Engineers District regulatory offices; the state water quality agencies, responsible for 401 water quality certifications; and other water quality, fish and wildlife resource agencies, including local governments. This includes working on reform of the content or implementation of wetland regulations, developing links between state and federal regulations and delegation of portions of the wetlands program to states through the development of memoranda of agreement, delegation agreements, general permits, or standard operating procedures.

### **Program/Project Management**

Provides advice and assistance, and performs environmental liaison work, to state, local, and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection and restoration policies, plans, and programs, specifically related to the Clean Water Act Section 404 wetlands and stream regulatory programs. Using established EPA protocol, reviews, analyzes, and recommends modifications of routine projects or portions of complex plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of state or federal environmental programs. Develops and analyzes data and prepares reports regarding implementation by state, local, and/or tribal environmental protection programs.

### **Scientific and Technical Analysis**

Uses analytical methods and techniques to analyze a wide range of scientific, legal, environmental protection, and/or environmental management issues. Using standard analyses and field studies, provides technical assistance regarding data review, quality assurance and sampling techniques to Regional staff, state and local agencies, private industry, and the general public. Prepares reports defining results of analyses, stating results and making recommendations as appropriate.

### **Regulation Review/Implementation**

Reviews and implements environmental standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develops quality assurance guidelines to establish data quality.

**Team/Work Group Participation.** Works with self-managed work teams or cross program work groups to determine and specify program goals and objectives. Identifies resources necessary to accomplish goals and objectives. Facilitates cross program communication within EPA to leverage other regulatory programs for improved protection of wetland resources. Ensures that a consideration of wetland resources is an element of all Division watershed/ecosystem initiatives. Organizes or participates in intra-agency wetland planning working groups and task forces and incorporates the findings and policies of other EPA Region 4 programs and projects into the furtherance of wetland protection.

**Position Description: Aquatic Ecologist**

**R4/WPD/WCOB/Wetlands and Marine Regulatory Section (WMRS)**

**Upper Management Communication.** Prepares and conducts briefings and briefing materials on significant wetland protection activities for managers up to and including the Regional Administrator.

**FACTORS:**

**Factor 1, Knowledge Required by the Position:**

**Level 1-7, 1250 points**

Knowledge, experience, and education includes wetland ecology, aquatic ecology, field ecology of aquatic organisms, bottomland hardwood wetland restoration, wetland delineation, water quality sampling methodologies, fish and wildlife biology and ecology, macroinvertebrate biology and ecology, restoration prioritization and effectiveness assessment for efficient conservation and management of aquatic resources, stream and wetland natural processes, and watershed assessment.

Knowledge of and direct experience in Clean Water Act Section 404 Wetlands Regulatory Project Management, with knowledge and experience in Southeastern US streams, rivers and wetlands ecosystems in Georgia, North and South Carolina, and Tennessee. Knowledge and experience in stream and wetlands environmental policies, permitting program requirements, and statistical analysis and training related to stream and wetland mitigation and restoration issues.

Skill in applying, advanced theories, principles, concepts, practices, standards, and methods of aquatic ecology sufficient to perform assignments that involve initiating, formulating, and planning, major studies, or continuing specialized projects; as well as use findings of specialized studies, new analytical developments, and modified processes to resolve novel, obscure, or highly controversial problems that affect the program area.

The position requires knowledge of and experience in applicable environmental statutes and regulations, specifically, the Clean Water Act (CWA) wetlands and streams regulatory program (Section 404); Wetland Program Development Grant Clean Water Act program; the CWA 401 programs related to the state water quality agencies' water quality certification programs.

Knowledge and experience in review of proposed 404 stream and wetlands regulatory projects; and 404 violation sites, including forensic jurisdictional field evaluations.

Knowledge and experience in the use of aquatic ecological field methodology, environmental policies, permitting program requirements, and training related to stream and wetland mitigation and restoration issues.

Knowledge and experience related to stream/river flow issues, specifically the connections between water quantity and water quality; impacts of impoundments; and the water quality standards implications of flow.

**Position Description: Aquatic Ecologist**

**R4/WPD/WCOB/Wetlands and Marine Regulatory Section (WMRS)**

Skill in applying, advanced theories, principles, concepts, practices, standards, and methods of aquatic ecology sufficient to perform assignments that involve initiating, formulating, and planning, major studies, or continuing specialized projects; as well as use findings of specialized studies, new analytical developments, and modified processes to resolve novel, obscure, or highly controversial problems that affect the program area.

**Factor 2, Supervisory Controls**

**Level 2-4, 450 points**

Supervisor provides direction in terms of overall objectives and available resources and special assignments in the form of sensitive or special projects. The employee and supervisor, in consultation, discuss timeframes and scope of the assignment including possible stages and approaches. The employee plans, establishes timeframes, and carries out the work to be done, resolves most conflicts that arise, coordinates work with other scientists or subject matter specialists, and interprets policy and regulatory requirements to ensure conformance to policy and compatibility with the work of other functional elements of the organization. The employee keeps the supervisor informed of progress and potentially controversial problems, concerns, issues, or other matters, develops changes to plans and/or methodology; and recommends improvements to meet program objectives.

The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, potential impact on program goals and guidelines, and the feasibility of recommendations. The supervisor usually does not review methods used.

**Factor 3, Guidelines**

**Level 3-4, 450 points**

The incumbent uses guidelines ranging from broad policy statements and recent scientific findings or reports, many of which are ambiguous and require extensive interpretation, to agency manuals and publications; Local, State and Federal codes and standards; scientific literature and publications of professional societies; and agency policy program directives. Guidelines typically cover a range of technical and programmatic criteria which must be interpreted, adapted, and extended. Judgment and originality are required to research trends and patterns; select form among alternative approaches; modify, adapt, and/or refine broader guidelines to resolve specific complex and/or intricate issues and problems; develop new methods and criteria when established practices are inadequate; and to determine the need for additional guidelines.

Position Description: Aquatic Ecologist

R4/WPD/WCOB/Wetlands and Marine Regulatory Section (WMRS)

**Factor 4, Complexity**

**Level 4-5, 325 points**

Work involves performing a variety of duties requiring in-depth analysis of problems and issues that cover a wide geographic and environmentally varied area; integrated resource analysis and coordinating and planning activities with linkages to multiple resource programs; and developing new approaches for problem and issue resolution. Decisions on course of action utilize analyses and interpretation of issues involving continually changing program or work requirements, policy and program directives, and technological developments; major uncertainties with regard to the most effective approach or methodology to apply; novel and obscure problems involving complicating factors and requirements; and intricate, inconclusive, variable data, and unrelated or conflicting data. The incumbent proposes solutions that have highly visible political consequences; develops standards, methods, and techniques to extend existing methodological capability; formulates solutions to unyielding or controversial problems; and anticipates future trends and requirements.

**Factor 5, Scope and Effect**

**Level 5-4, 225 points**

The purpose of the work is to assess water quality, structural and functional disturbances, and ecological conditions in wetlands and streams impacted by anthropogenic activities by developing new or improved techniques or criteria to meet requirements; to determine anticipated impacts from proposed projects such as, residential and commercial/industrial development; impoundment construction, including water supply, amenity lakes, green tree reservoirs and farm ponds; transportation projects; sand mining; landfill development; etc. to review chemical and biological monitoring data and reports and investigate impacts to aquatic ecosystems within the context of watershed management and restoration; to recommend methods to avoid and minimize impacts to aquatic ecosystems; to evaluate proposed and existing stream restoration projects associated with mitigation for impacts. The work involves making recommendations with regard to stream and wetland management within the region. Specifically, the incumbent recommends changes to regional policies, the development of field protocols, and permitting program requirements. The incumbent provides guidance, assistance, and review oversight to public and private organizations, including the US Army Corps of Engineers and state water quality agencies. Work results affect the effectiveness and acceptability of agency goals, programs, and activities; the continued existence of a resource area in compliance with applicable legislation, regulation, and agency policy, and in the public interest. Additionally, the work results affect commercial and industrial uses and conditions related to anthropogenic activities.

**Factor 6, Personal Contacts**

**Level 6-3**

Contacts are a wide range of individuals and groups, including professional personnel and subject matter specialist throughout the Agency, at other federal agencies, in state and local government, Tribal government, private industry, academia, environmental advocacy groups, and in some cases, the media and elected officials.

**Factor 7, Purpose of Contacts**

**Level 7-C**

The purpose of contacts is collecting and exchanging information; influencing or negotiating with persons or groups who may be skeptical or uncooperative, or whose interests differ from

**Position Description: Aquatic Ecologist**

**R4/WPD/WCOB/Wetlands and Marine Regulatory Section (WMRS)**

those of the program represented; providing consultation on problems; defending proposed approaches, negotiating settlement of differences, and resolving problem areas. Issues to be resolved are sensitive or controversial, and often involve gaining compliance with established policies or acceptance of established methods using persuasion or negotiation, or establishing rapport to gain information. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems dealing with others who are working toward mutual goals.

**> Combined Point Assignment for Factors 6-3 & 7-C**

**180 points**

**Factor 8, Physical Demands**

**Level 8-1, 5 points**

Work within the office is primarily sedentary. Significant physical effort, such as periods of walking, standing, bending, hiking, climbing, and/or driving a motor vehicle will also be required, including extensive field work and site visits. The work will require some travel.

**Factor 9, Work Environment**

**Level 9-1, 5 points**

Work is typically performed in an adequately lighted and climate controlled office. Will require some travel. There may be routine exposure to moderate risks or discomforts due to field work associated with site visits.

**Total Points = 2890**



## STAFFING REQUISITION

Print Form

Our Online Automated Recruitment System (EZ-Hire) electronically prescreens candidates and ranks them according to specified criteria.

Your success in attaining high quality candidates using EZ-Hire will be based largely on the time you spend with your Human Resources (HR) Specialist during the pre-recruitment process. Please consult with your HR Specialist on the items that follow.

SF-52: WM-11- 038' Organization: WPD/WCOB/WMRS

Selecting Official's Name: Jennifer Derby Phone Number (404) 562-9401 Fax Number (404) 562-9343

Subject Matter Expert's Name: Rosemary Hall Phone Number (404) 562-9846 Fax Number (404) 562-9343

**Position Description:** Before recruitment can be initiated, you need to develop a Position Description (PD) that accurately reflects the duties and responsibilities of the job to be filled. PD's that were previously classified may also be used ( submit the old PD coversheet).

Job Title: Ecologist Series: 0408 Grade(s): 11/12

Position Was Occupied By (Name): Position Number:

Vacancy Identified in Succession Management Plan: ☐ Vacancy Aligned with Agency Human Capital Goals: ☐

Duty Station: Atlanta, GA List Multiple/Other Locations:

#Positions to Fill: 1 Promotion Potential: ☐

Work Schedule: Full-Time If Part-time, Hours/week: ☐

Position Type: Permanent NTE: ☐

### Type of Vacancy Announcement - Select One

Merit Promotion: None

Delegated Examining: Delegated Examining - Open to any United States Citizen - Nationwide

Name Request (DE only): Attach Resume and Transcripts (if applicable)

Other:

### Information on Types of Announcements:

**Merit Promotion** - Open only to applicants who have served on permanent, competitive service appointments or certain non-competitive appointing authorities. Certain Veterans may also apply, but do not receive preference points and selection priority. No one else is eligible to apply. Eligible candidates compete under EPA's Merit Promotion Plan procedures.

**Delegated Examining** - Any United States Citizen may apply. Positions are advertised under guidelines of the Delegated Examining Agreement between EPA and the Office of Personnel Management (OPM), and constitute Federal Examining Procedures. Federal employees may also apply on these announcements, but if selected, may be required to complete a new probationary period. Veterans receive preference points and have selection priority.

**Conditions of Employment- Check All That Apply**

- ☐ Security Clearance      Security Designation:
- ☐ Pre-Employment Physical      ☐ Medical Monitoring Required
- ☐ Financial Disclosure      Dep. Ethics Official's Name: \_\_\_\_\_
- ☐ Drug Testing      \_\_\_\_\_      Overnight Travel Per Month:
- ☐ Position is Temporary/Term (**JUSTIFICATION MUST BE ATTACHED**)
- ☐ Special License/Requirement(s)      Type of License/Requirement(s): \_\_\_\_\_

**Relocation Expenses**

Will Travel Be Paid? (**Form 1: Management's Determination of Payment of Moving Expenses Must be Attached**)

**Incentives - If you wish to offer an incentive, contact your HR Shared Service Center.**

Incentive to Offer on Vacancy Announcement: \_\_\_\_\_

**Documents Attached (Optional):**

- ☐ Job Analysis      ☐ EZHire Questions      ☐ Prior Vacancy Announcement

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**THIS SECTION TO BE COMPLETED BY HR SPECIALIST AFTER RECRUITMENT STRATEGY MEETING**

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Grade(s) to Advertise:

No. Days to Advertise MP (if greater than minimum): \_\_\_\_\_

No. Days to Advertise DE (if greater than minimum): \_\_\_\_\_

Is This An Underrepresented Series?

If Yes, what recruiting sources should be contacted: (Identify Universities, organizations, etc., to send diversity e-mail notification )

Recruit Sources:

Program Office Use A Paid Ad?

If Yes, Name of Publication & Date \_\_\_\_\_

Comments:

HR Specialist: \_\_\_\_\_

Consultation Date: \_\_\_\_\_



EPA Order

3110.20

Approval Date: 11/14/2002

Review Date: 11/14/2005

## FORM 1: Determination for payment of relocation expenses

Position: Ecologist

Vacancy announcement #: \_\_\_\_\_

Organization: Water Protection Division Location (city, state): Atlanta, GA

In determining whether payment for relocation expenses would be in the Government's interest for an employee or outside candidate selected to fill the position listed above, I have considered the factors listed below.

[Check off and add comments as appropriate]

\_\_\_\_\_ 1. Labor market conditions, locally and elsewhere Comment:

X 2. Availability of resources to pay relocation expenses Comment: Adequately skilled and diverse pool of candidates exists locally.

X 3. Past recruitment experience with similar vacancies Comment:

\_\_\_\_\_ 4. Time constraints related to filling the vacancy Comment:

\_\_\_\_\_ 5. Diversity concerns related to filling the vacancy Comment:

\_\_\_\_\_ 6. Other [specify] \_\_\_\_\_ Comment:

\_\_\_\_\_ 7. Other [specify] \_\_\_\_\_ Comment:

Based on my consideration of the above factors, I have concluded that:

initial It is in the Government's interest to pay relocation expenses. Payment of relocation expenses will assist in attracting qualified candidates.

initial It is not in the Government's interest to pay relocation expenses. Payment of relocation expenses is not necessary to attract qualified candidates.

The vacancy announcement and any other solicitation for this position will be consistent with the determination initialed above. A statement consistent with this determination will be included in the vacancy announcement for this position and in any related publications or documents.

Name: [signature] Date: 3/9/11  
[signature]

Title: Deputy Director Office/code Water Protection Division

[This form may be amended locally to include separate signature lines documenting the recommendation, decision, and/or concurrence of specific management officials.]

